

**Pitt Community College
Job Interview Clinic**

A six hour clinic designed to enhance the participants' interview skills by exploring values and work ethic. This clinic is designed to help participants to interview successfully and be prepared to answer an employer's questions. Cost: FREE for those who qualify.

Dates (2010)	Days	Times	Location
2/23 & 2/25	Tuesday & Thursday	6:00 pm – 9:00 pm	CE Building*
3/2 & 3/4	Tuesday & Thursday	6:00 pm – 9:00 pm	CE Building*
3/9 & 3/11	Tuesday & Thursday	6:00 pm – 9:00 pm	CE Building*
3/16 & 3/18	Tuesday & Thursday	6:00 pm – 9:00 pm	CE Building*
3/23 & 3/25	Tuesday & Thursday	6:00 pm – 9:00 pm	CE Building*
3/30 & 4/1	Tuesday & Thursday	6:00 pm – 9:00 pm	CE Building*
4/6 & 4/8	Tuesday & Thursday	6:00 pm – 9:00 pm	CE Building*

You may register for only one (1) of the seven clinics listed above. To register, call Pitt Community College's Continuing Education Department at (252) 493-7388. This Clinic is being offered by Pitt Community College; do NOT call the City of Greenville to register. You must register no later than the Friday prior to the date of the clinic. For example, if you want to participate in the 2/23 & 2/25 clinic, you must register no later than 2/19/10.

*Physical address: Continuing Education & Community Development
3107 S. Memorial Drive
Greenville, NC 27834

See next page for outline of Job Interview Clinic

Job Interview Clinic

- I. Dissecting a Job Interview
 - What is a job interview?
 - How to prepare for a job interview
 - Research
- II. My plan to meet the employer's needs
 - Communication skills
 - Honesty and Integrity
 - Teamwork skills
 - Interpersonal skills
 - Motivation and Initiative
 - Strong work ethic
 - Analytical skills
 - Flexibility and adaptability
 - Computer skills
 - Self confidence
- III. Prepare for the interview
 - Punctuality – What is my plan to be on time for the interview?
 - Appearance – What is my plan to ensure a positive appearance at the interview?
 - Greeting – What is my plan to ensure a positive greeting to start the interview?
 - Exchange – What is my plan to ensure a positive exchange during the interview?
 - Close – What is my plan to ensure a positive close to the interview?
- IV. My Power Greeting
 - Dress the part
 - Act the part
 - Communicate clearly and concisely
 - Share the ways
- V. Mock Interview (Optional)
 - Practice session for individuals needing help with interviews